How to Use Statewide Contracts



OFFICE OF STATE PROCUREMENT

Agenda

- Who?
- What?
- When?
- Where?
- How?
- How Much?



(but not in this order)



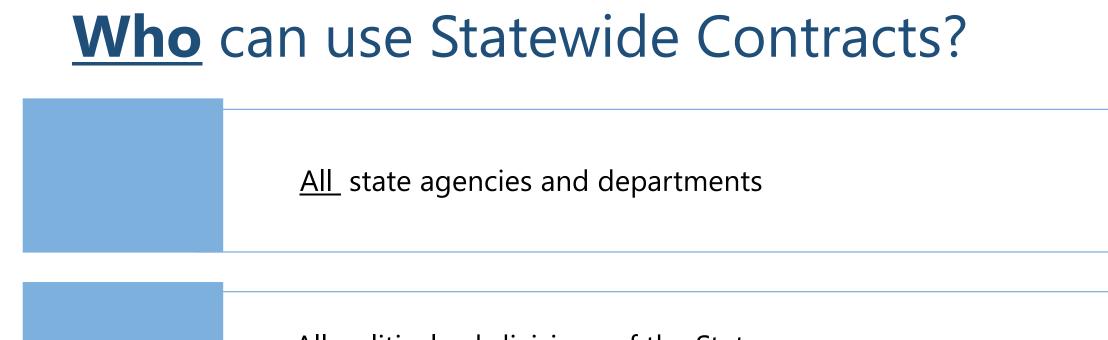
What are Statewide Contracts?

Purchasing contracts established by OSP

- Available Statewide
- Typically for a year+ period
- Address needs common across State Agencies and Local Governments







<u>All</u> political subdivisions of the State

• Parish governments, cities, towns, etc.

Authorized "quasi" agencies

• Performing a public function, using public funding (i.e., charter schools, Indian tribes, some non-profits)



Who benefits from Statewide Contracts?

End Users

bundled buying power; lower prices; administrative ease – fewer bids; procurement/audit compliance; instant ordering capability

Vendors

economies of scale; Poli-subs in pool of customers; fewer bids to track and respond to

Taxpayers

lower cost of providing public services

Auditors

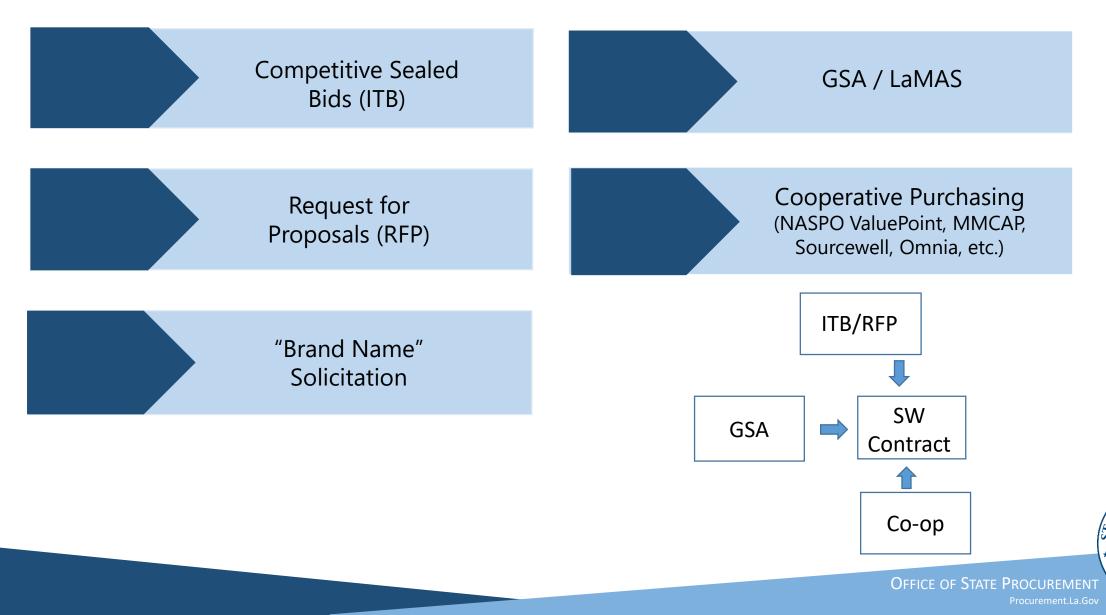
consolidated usage and tracking

• OSP

fewer bids to manage



How are Statewide Contracts created?



How do we manage Statewide Contracts?

- OSP is the contract holder
 - OSP handles solicitation, negotiation, award and monitoring
 - OSP corresponds with contractors regularly to discuss status, usage, and any issues with the contract
 - OSP will handle any contractor problems and ensure compliance with contract terms
 - Agency should submit a deficiency complaint form to OSP for contractors who are not providing good service, after initial remedies fail

<u>OSP Website:</u> -> Agency Resources -> Purchasing -> Agency Forms



<u>When</u> does OSP create Statewide Contracts?

OSP is continuously re-examining statewide purchasing patterns to see if the existing contracts portfolio should be adjusted:

- P-Card Transactions (especially non-contract spend)
- Repetitive One-Time Buys
- Agency-Term Contracts
- Emergency-Contingency Contracts
- Agency Input
- Vendor Input





How much can I spend on Statewide Contracts?

.... AS MUCH AS YOU NEED

- No bid is required if on Statewide contract
- Title 38 exemption for Title 39 contracts
- No cap amount for total contract spend
- Ultimately limited by agency's budget and vendor's capabilities
- P-Card cap rules is the only other limitation
 - Refer to agency's internal P-Card policy



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How much can I spend on Statewide Contracts?

.... OR AS LITTLE AS NEEDED

- Statewide contract pricing is the *maximum*, not-to-exceed price; agencies are encouraged to ask for volume discounts & promotions
 - Example bulk order of computers
- Compare contracts if there are multiple awards
 - MRO: Fastenal vs Grainger vs MSC
- Some contracts have a minimum order for certain items



<u>Who</u> are the Statewide Contractors?

OVER 650 STATEWIDE CONTRACTS

Large, representative Statewide Contracts by category:

- MRO (Fastenal, Grainger, MSC/Sid Tool, etc.)
- Office Supplies (Office Depot, Staples, etc.)
- Wireless Services (AT&T, Sprint, Verizon, T-Mobile, etc.)
- Microcomputers (HP, Dell, Lenova, Detel, Howard, etc.)
- IT (SHI, Cisco, HP, Promethean, CarahSoft, etc.)
- Copiers (Kyocera, Xerox, Sharp, Toshiba, etc.)
- Industrial/Agriculture Equipment (John Deere, Caterpilllar, BushHog, Bobcat, New Holland, Case, etc.)



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<u>Who</u> are the Statewide Contractors?

Large, representative Statewide Contracts by category:

- Food (US Foods, PON Foods, Bimbo, McKee, etc.)
- **Dairy** (Borden, Lamm, etc.)
- Janitorial Supplies (Economical, Berry Plastics, etc.)
- Janitorial Chemicals (AutoChlor, EcoLab, Proctor & Gamble, Diversey, WeChem, Hillyard, etc.)
- Furniture (HON, Virco, Norix, Herman Miller, Steelcase, Haworth, LA School Equipment, etc.)
- New Vehicles (Gerry Lane, Premier, Courtesy, etc.)
- Vehicle Parts (NAPA, Safelite, Goodyear, Bridgestone, etc.)
- Specialty Vehicles (John Deere, Caterpillar, BushHog, Bobcat, New Holland, Case, etc.)
- Lab/Pharmaceuticals (Fisher, VWR, Morris Dickson, etc.)
- Herbicides (Helena, Red River, etc.)



How to find Statewide Contracts?

Louisiana's Electronic Catalog (LA eCat)

Search by contract description, vendor, contract number, line item description, etc.

procurement.la.gov > Quick Links > eCat-Current State
Contracts

Email the Purchasing Helpdesk DOA-OSPhelpdesk@la.gov



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The Office of State Procurement serves the people of Louisiana by ensuring that the state's contracting and purchasing activities are conducted legally, fairly and efficiently. OSP procures, or administers the procurement of, the equipment, goods, supplies and services needed by state agencies. As a result, the office has a joint role of regulatory compliance and customer service. OSP ensures that competition is full, fair and forthright, and that both contractors and agencies fulfill their contractual duties.

We welcome your interest in learning more about the state of Louisiana's procurement processes, and we invite you to do business with the state. If we can assist you in finding the information you need, please do not hesitate to contact us.

QUICK LINKS	CONTACT US
OSP Overview and Staff Directory	Tom Ketterer, Director
0 LeDee Vander Deristration	225.342.8010
LaPac - Vendor Registration	P. O. Box 94095
🔗 LaPac - Current Bid Opportunities	Baton Rouge, LA 70804
	1201 N. Third St., Suite 2-160
	Baton Rouge, LA 70802
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🔗 LESA - Login for State Users	Procurement Help Desks
	New Information and Announcements
🔗 eCat - Current State Contracts	New mornation and Announcements

Subscript Checkbook - Transparency Resources

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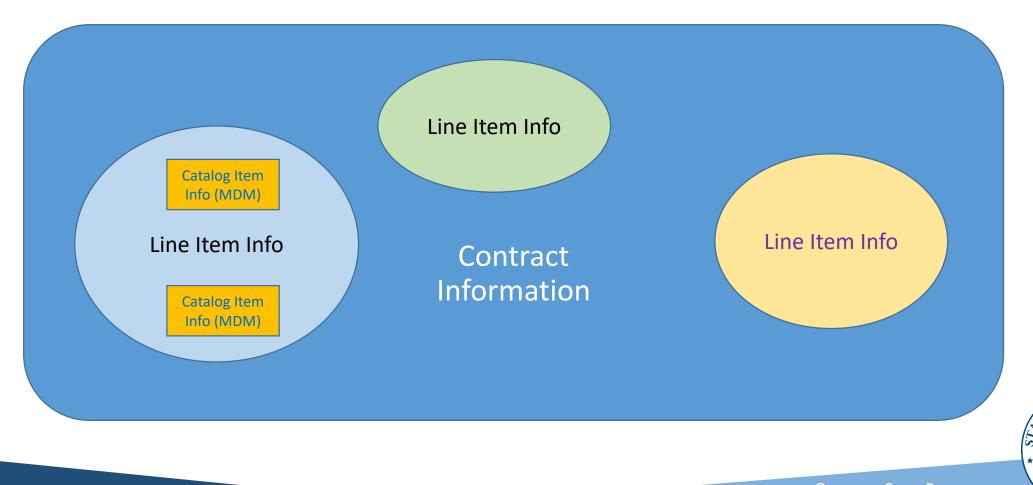
Louisiana's Electronic Catalog (LA eCat) Search tool for items on state contracts.

LaGov				
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eCat Search Features

Nested Hierarchy of Detail Levels



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Help

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Louisiana's Electronic Catalog (LA eCat) Search tool for items on state contracts.

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% can be used as a wildcard when searching

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Division of Administration

STATE OF LOUISIANA



Office of State Procurement

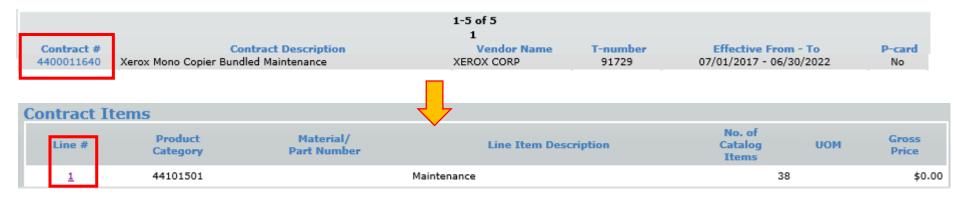
Louisiana's Electronic Catalog (LA eCat) Search tool for items on state contracts.

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Contract	Vendor		Contract Line Item:		Catalog Items:		
Contract #	Name		Line #		MDM Catalog Reference #		
Contract Desc.	SEBD	Any 🗸 VSE Any 🗸	Product Category		Supplier Part #		
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T-number	Lookup		Product Category/ Line Item		Catalog Item Long Description	apacity	
Соор? А	ny 🗸		Description		Emergency Any 🗸	•	
 Words separated order. Enclose a phrase Words separated 	 Search using singular word forms only. Words separated by a space searches for items containing all words in any order. Enclose a phrase in quotes to search for the exact phrase. Search for: Contracts Contracts Contracts Contracts Contracts Contracts Contracts Contract Line Items Contracts Contracts Find It Clear Words separated with OR searches for any of the words. Words a wildcard when searching 						
			1-6 of 6 1				
Contract #	Contract Descrip	ption	Vendor Name	T-number	Effective From - To	P-card	
4400011614	Sharp Monochrome Purchase Copier	SHAP	RP ELECTRONICS CORP	91729	07/01/2017 - 06/30/2021	Yes	
4400011615	Xerox Monochrome Purchase Copier	XERC	DX CORP	91729	07/01/2017 - 06/30/2021	No	
4400011616	Canon Monochrome Purchase Copie		DN USA INC	91729	07/01/2017 - 06/30/2021	No	
4400011638	Sharp Monochrome Copier Bundled	RP ELECTRONICS CORP	91729	07/01/2017 - 06/30/2022	Yes		
4400011641	Xerox Monochrome Copier Bundled	DX CORP	91729	07/01/2017 - 06/30/2022	No		
4400011642	Xerox Color Bundled Rental Copier	XERO	DX CORP	91729	07/01/2017 - 06/30/2022	No	
			1-6 of 6 1				
		LaPAC Public Menu	Export Results to	o Excel			



eCat Search Features

- Recommend start broad, then zoom in
- Contract page contains all of the details



Catalog Ite	ems					
		1-25 of 38				
		1 <u>2</u>				
MDM Catalog Ref. #	Supplier Part #	Catalog Item Long Description	UOM	Gross Price	Discount	Per Qty.
1035979	Veralink B405DN	Maintenance for Segment 1 with MCA of 2,100	Month	\$10.00	0.00%	1
1035980	Veralink B405DN	Maintenance for Segment 1 with MCA of 3,500	Month	\$10.00	0.00%	1
1035981	Cost Per Copy	Cost per copy for excess copies over MCA 2,100 for Segment 1	Each	\$0.00 (per 100)	0.00%	1
1035982	Cost Per Copy	Cost per copy for excess copies over MCA 3,500 for Segment 1	Each	\$0.00 (per 100)	0.00%	1
		*****Effective 5/15/2019: Item removed from contract - This line should be used for DAVMENT				



Division of Administration

STATE OF LOUISIANA



Office of State Procurement

Contract Detail Contract # 4400011640 T-number 91729 - COPIERS Xerox Mono Copier Bundled Maintenance Description LAPS Contract No Prime Vendor Name XEROX CORP SE/HI Vendor SEBD Vendor No No VSE Vendor No **DVSE Vendor** No Effective From-To 07/01/2017 - 12/31/2022 Coop Procure Yes Delivery Days AND P-card Accepted No Discounts Apply No Locations Statewide **Buyer Information** Buyer Code 90001004 Office of State Purchasing Purchasing Agency Buyer Name PARIS KING Contact Email PARIS.KING2@LA.GOV **Contact Phone** 225-342-8019 Vendor Distributor Vendor Name SEBD SE/HI VSE DVSE Order/General Address 9131 INTERLINE AVE STE 4A BATON ROUGE , LA 70809 Contact: Charles Merritt Email: charles.merritt@xerox.com Phone: 225-405-9491 FAX: 866-275-8317 XEROX CORP NO NO NO Contact: John Howe NO Email: John.Howe@xerox.com Phone: 585 231 2467 FAX: Contact: Gerald Britt Email: Gerald.Britt@xerox.com Phone: 804-677-1921 FAX: Contract Items No. of Product Material/ Gross Line # Line Item Description Catalog UOM Part Number Category Price Items 44101501 Maintenance 38 \$0.00 1 New Search View Contract View Notes Return Export Catalog Items to Excel Show Additional Attachments



eCat Search Features

RARELY USED FEATURES:

- Search by T-Number
- Filter by Cooperative contract type (yes/no)
- Filter by Hudson/Vet vendor certification (yes/no)
- Filter by Emergency (yes/no)

Contract	Vendor		Contract Line Item:	Catalog Items:
Contract #	Name		Line #	MDM Catalog Reference #
Contract Desc.	SEBD Any	vse Any ▼	Product Category	Supplier Part #
T-Number Desc	SE/HI Any	DVSE Any V	Material #	Region
T-number	Lookup		Product Category/	Catalog Item Long
Coop?	Any v		Line Item Description	Emergency Any V
 Words separate order. Enclose a phra 	ingular word forms only. ed by a space searches for items containing all words in a se in quotes to search for the exact phrase. ed with OR searches for any of the words.	•	ts 🔍 Contract Line Items	Gatalog Items



eCat Tips and Tricks

Try searches in different ways

Singular/Plural

Variations in contract naming

Use a combination of different fields to narrow results

Always View: Contract, Notes, Show Additional Attachments

If all else fails, contact OSP



Questions?



OFFICE OF STATE PROCUREMENT

OSP Contact Information

OSP Website: procurement.la.gov

OSP Help Desk - Purchasing: <u>DOA-OSPhelpdesk@la.gov</u> OSP Help Desk – Professional Contracts: <u>DOA-PChelpdesk@la.gov</u>

OSP Main Desk: (225) 342-8010



How to Use Statewide Contracts



OFFICE OF STATE PROCUREMENT